



Student Handbook

Welcome to Venice

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1. GENERAL INFORMATION & CONTACTS

Founded on 6 August 1868 as the first Italian high school devoted to commerce and economics, Ca'Foscari has grown and developed new relevant subject areas. The Faculty of Foreign Languages and Literatures was established in 1954, while the Faculties of Humanities and Chemistry were created in 1969. In 1990 the latter finally became the present Faculty of Science. Since its foundation the University has been housed in a remarkable fifteenth-century palace on the Grand Canal. Nevertheless various are now the buildings hosting the university premises throughout Venice.

Ca'Foscari University is now organized in 5 different teaching areas: Economics, Language, Sciences, Humanities and Cultural Management. At the moment, Ca' Foscari offers 32 first-level and 41 second-level degree programs, 12 taught masters degrees and 3 specializing courses offered by the Faculty of Foreign Languages and Literatures, 22 doctoral research programs and a specializing programs for secondary school teachers.

Students wishing to study some subjects in greater depth can benefit from taught first-level and second-level masters programs, which involve one year of full-time study. Only graduates having completed a first-level degree programs (laurea, equivalent to a bachelor degree) are accepted for a first-level masters programs, while only graduates having completed their second-level degree programs (laurea specialistica: equivalent to a master degree) are welcomed in a second-level masters programs.

Students wishing to pursue doctoral studies may attend a three-year dottorato di ricerca (Ph.D or Research Doctorates), whose applicants should have a postgraduate

qualification (laurea specialistica).

The students regularly enrolled at Ca'Foscari are about 18,500 at the moment, with 560 professors. 2,400 are the new graduates every year. For further information on Ca'Foscari University:

http://www.unive.it/nqcontent.cfm?a_id=10497)

Venice International University

Ca'Foscari is also a founding member of Venice International University (VIU). VIU is an international centre for higher education and research. It organizes and promotes undergraduate, postgraduate, and continuing education programs.

For complete information on VIU, please check: [\(http://www.univiu.org/\)](http://www.univiu.org/)

As for postgraduate programs, VIU together with Ca' Foscari and other founding members have created the School for Advanced Studies in Venice Foundation (SSAV). The goal of the Foundation is to promote, develop, coordinate and finance PhD programs and other advanced educational initiatives.

Among the PhD programs organized by SSAV, the Doctoral Program in Economics and Organization (DEO) offers vast programs for the pursuit of knowledge and research in Business Studies and Economics.

Alike the other faculties of Ca'Foscari University, the School of Economics & Business has many premises spread all over Venice. However, the main building that hosts the Department of Economics is in Cannaregio, San Giobbe.

The QEM international Office:
San Giobbe - Cannaregio 873 – 30121, Venice,
Italy

Tel: +39 41 234 91 07

Email : qem-venice@unive.it



2. FORMALITIES

2.1. Residence permit

According to Italian law, within **8 working days of your arrival in Italy**, you must apply for a Residence Permit (Permesso di soggiorno). Since December 2006 all applications must be made through the **Post Office**. Students are advised to go either to the Piazzale Roma or Lista di Spagna post office to pick up and send (once filled in) the application (Monday - Friday 8.30 - 13.00). The Post Office provides a kit which includes the application form and information on the documents that need to be enclosed with the application. All the information is in Italian, so the following is a summary of the documents you will need for the application. QEM's secretariat will provide full assistance with this procedure.

DOCUMENTS NEEDED TO APPLY FOR A RESIDENCE PERMIT:

- a) Mod. 209 Modulo 1 (provided with kit);
- b) Photocopy of ALL pages of passport, including blank pages;
- c) Photocopy of certificate of acceptance with official stamp of embassy/consulate that issued visa:
 - Some consulates staple this to the back cover of the passport;
 - If the Visa office did not return this letter to you, request that they send you a copy;
 - Make sure that officers at immigration control do not take this from you.
- d) Photocopy of INTERNATIONAL health coverage:
 - If you do not have coverage you can purchase insurance in Italy for 98.00 Euros for the duration of one year (QEM's secretariat will provide assistance for the purchase of insurance);

-If you have coverage from your country of origin, you must have valid documentation with you that specifies that your policy includes coverage in Italy, and includes the dates of coverage which must cover the duration of your expected stay in Italy;

-If you are covered by a family policy, you must have a certificate from the insurance company that specifies that you are covered.

Costs of the Residence Permit:

Stamp duty (marca da bollo): 14,62 Euros;
Electronic permit: 27,00 Euros;
Administration charge: 30,00 Euros.

Stamp duties (marca da bollo) are sold at any tobacconist in Venice.

The Post Office does not accept Credit Cards - BRING CASH ONLY.

You will receive a receipt from the Post Office. You must keep the receipt and your passport with you at all times. You will receive an order by registered letter to present yourself at the Immigration Office of the Police Headquarters in Marghera, Venice to receive your permit.

You will be fingerprinted, and will be required to present your original passport and four passport-size photos (all 4 photos must be identical).

Important! It might take up to 11 months to get the Italian residence permit, so make sure that you have visa type C+D (which allow you to travel within European Union)

2.2. Health Insurance

The recipients of the Erasmus Mundus Scholarship are covered by the ACE Europe Insurance. Follow the link to find out more:

<https://www.marshconnect.eu/emis2MC.htm>

For other Students:

- European students are covered for primary care by the Italian National Health Service (USL): you just need to provide a E111 or E128 form issued by your national health authorities before leaving home;
- Non-European students are requested to have medical insurance during their stay in Italy. This is also compulsory in order for the police to issue a Student Residence Permit.

If you do not have a travel or a general insurance coverage from your country of origin, you will have to draw up an insurance policy with the National Health Service of the Venetian Region. This insurance coverage costs around 150 Euros and must be paid at the post office. Then you will register with the health office at the Health Office - ASL Palazzo Giustinian, Dorsoduro 1454.

The secretariat of the program will provide you with the necessary assistance to comply with this requirement.

2.3. Bank account

The QEM Master has an agreement with the Bank CIC (Crédit Commercial et Industriel) to open a Bank account to our students. The opening of a Bank account at CIC is only mandatory for students having an Erasmus Mundus scholarship (the account should be open

in Paris during the Welcome week). There are two stages for the opening of an account:

-Pre-opening of the account and Account number. This can be done online before the arrival in Paris. Accepted students need to upload on their personal web page the files which are asked on the online platform (Passport, Visa, Travel ticket, Photo...) and need to fill all the information asked in the personal web page (passport, permanent address, arrival...). When this information is complete the Bank will be asked to pre-open a Bank account and the information about your account number will be available on your personal web page. For the following step, you will need to treat directly with the Bank.

-Opening of the account and means of payment. To have your bank account effectively open, you need to go to the Bank (with your passport), and there is no way to avoid being physically present for this meeting. The Bank will give you your means of payment (checks, visa card) and internet access to manage your account. You should ask an appointment directly to the Bank (by phone or e-mail: see below) and this can be done as soon as you have your account number on your personal web page. All information you want to know about your account (fees, transfer to or from foreign countries...) should be asked to the Bank.

-Information on the Bank CIC-Crédit

Industriel et Commercial: <https://www.cic.fr/fr/>
CIC - Agence Paris Bac
2 Boulevard Raspail, 75007, Paris

Access: Metro: Rue du Bac (line 12), Bus: Bac-Saint Germain (lines 63, 68, 69, 83, 84, 94)

Contact:
PAQUIS Catherine



ERASMUS MUNDUS



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Ca'Foscari
Venezia

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Fax: +33 1 44 39 34 23

If you wish to open a bank account in Venice, you will need identification documents, such as your passport or identity card. You are advised to contact several banks to find out whether they offer special rates for students. There is no fee for opening a current account although you may be charged to close it. So you can actually use travellers' cheques and international credit cards. Opening hours of banks may vary from branch to branch, but they are approximately as it follows: from 8.30 to 1.30 p.m and from 2.30 to 3.30 p.m.

3. GENERAL PRACTICAL INFORMATION

3.1. Accommodation

Finding a place to stay in Venice is not very easy. However, students admitted to the program will be assisted in finding a lodging solution in student residences or private flats in Venice. Because places are limited, it is important to arrange your accommodation well in advance.

The lodging options in Venice are:

- ESU Student residences: ESU (Ente per il Diritto allo studio), is an institution of the Venetian Region in charge of accommodation for both Ca'Foscari national and visiting students. ESU disposes of about 600 bedsits in single, double or triple rooms in student residences all over the city. For more information, please contact the secretariat of the program or visit the web-site www.esuvenezia.it

- Junghans hall of residence: Situated on the island of Giudecca, this residence has a total of 93 bedsits set in 25 single rooms and 34 double rooms, each of them with private bathroom. Check out the following website www.residenzajunghans.com and contact the secretariat for further information on availability and prices.
- Private flats: Often students prefer sharing flats with other students, especially if they come from foreign countries. Once in Venice, you can check out the University's notice board for flats to share. Prices vary following to the number of rooms available in the apartment. A single room in an apartment with other students can cost 200/300 euro per month.

If you want to contact personally the ESU offices:

Ufficio ESU CASA, S.Polo 2480 30125
Venezia (close to Basilica dei Frari and Archivio di Stato) tel. +39 041 721988,
fax: +39 041 5244038,
e-mail: casa@esuvenezia.it

Please note that the police cannot issue a residence permit unless you have an address in Venice. This permit is compulsory both for European and non-European visiting students.

For further info, please contact the secretariat at the following address: gem-venice@unive.it

3.2. Public Transportation

For the most part, transportation within Venice consists of a sturdy pair of rubber-soled shoes or Birkenstocks. Distances are short, although they'll often seem much longer since

you're bound to get lost whenever you venture off the well-marked central pedestrian routes.

Still, there are times when you'll want to take to the water or use any other public transportation.

A monthly card for about 24 Euros will provide you with unlimited travel using public boats called *vaporetti* and buses.

3.3. Cost of living

Venice can be very expensive to live in. However, if you pay attention to some basic hints, you will surely enjoy every moment of your stay.

Here are some suggestions for a less expensive style of life in Venice:

- always ask the price before purchasing;
- in bars and cafés, service at the table can be charged with a consistent supplement;
- use your student card for reductions;
- buy your groceries at the supermarket.

During the first days in Venice you will need a certain amount of extra money to meet special expenses such as deposits for your accommodation, monthly transportation passes, health insurance coverage and other expenses. Be sure to have an extra 2000 Euros to meet these costs.

The following list gives an idea of everyday cost of living in Venice (in Euros/month):

Item	Price
Private apartment	from 200 €
One single water bus fare	3,50 €
One student monthly water bus pass	22,00 €
Breakfast at the bar	2,50 €
Movie ticket	7,50 €
Audio CD	20 €
Student cafeteria	7 €

Telephone cards	3 €, 5 €
Milk (1 l)	1,65 €

3.4. Cafeterias

Esu provides some student restaurants in the city centre and near Venice, in order to meet the needs of students attending university courses in Mestre and Treviso. If you want to eat at the university canteen you will need to have your university card. Weekly menus are displayed at the entrance of the restaurants. A wide range of menus - vegetarian and dietetic - is offered. You can choose between a full menu at the full price or a "reduced menu" at a reduced price. The price of a meal varies according to your academic results/income and to eventual scholarships - grants - accommodation assignment. The student restaurant service is open during the whole year.

There are three canteens in Venice:

- MENSA RIO NOVO, Fondamenta Rio Novo, Dorsoduro 3467 (close to the Enel building);
Closed on Sunday
- MENSA BADOER, Palazzo Badoer, San Polo, 2480 (close to Frari).
Closed on Saturday (and on Sunday closed for dinner)
- RISTO-DLF VENEZIA Fondamenta Santa Lucia, near Venice railway station (turn right when you go out of the station).

University student's canteen outside Venice:

- MENSA LA RONDE MESTRE (Ve)
Via Torino, 105. Closed on Saturday and Sunday (and closed everyday for dinner)
- BREK-TREVISO TREVISO Corso del Popolo, 25/27 (at a 5-minute walk from the railway station, close to the theatre).
- MENSA PORTOGRUARO CAMPUS PORTOGRUARO (Ve) Sala Pilastrini, Via



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Università
Ca' Foscari
Venezia

Seminario, 25. Closed on Saturday and Sunday (and closed everyday for dinner)

Tel. 041 2345820/5811

Fax. 041 2345855

e-mail: bsd@unive.it

3.5. Language center

The Centro Linguistico Interfacoltà (CLI) is the University language centre, which offers daytime and evening courses for the teaching of foreign languages and of Italian to foreigners. It primarily focuses on communication skills for students both within and outside the University. The courses include 60 hours, of which 50 are classroom lessons and 10 hours of self-access, on a 3-term basis (approximately, courses start in September, January and April).

Classroom teaching and self-access activities are planned in order to maximise language learning and achieve the best possible results in a short time. Not more than 24 students are allowed for each course.

Depending upon the enrollment category you belong to, the enrollment procedures and the cost of the course differ (normally Italian courses for one course of 50 hours cost 55,00 Euros for PhD or Master Program students).

Further detailed information is available on the website:

http://venus.unive.it/cli/versione_inglese.htm

3.6. Libraries

The University library system has recently been restructured. There are to be four libraries for the different fields (scientific, economics, linguistic and humanities). The Economics Library and the Scientific and the Library for the Humanistic Area have already been opened and their facilities are described below.

Ca' Foscari General Library is **Biblioteca di Servizio Didattico (BSD)** located at the following address: Zattere - Dorsoduro 1392 - 30123 Venezia,

Opening hours: from Monday to Thursday from 9.00 am to 12.00 pm., Saturday from 9.00 am to 8.00 pm.

The library offers different kinds of services:

- inter-library loan service (for information contact ill-dd@unive.it)
- reference for doctoral and degree dissertations (for information contact archivio.tesi@unive.it)

For specific books and works, not available at the General Library, you can visit the Departmental Libraries. You can find the list of all these libraries, together with all the updated opening hours, at the University Libraries

website: www.biblio.unive.it/biblioteche.

The library facilities are available to all students in possession of the Ca' Foscari University Student Card.

Library of Economics (LEC)

The Library of Economics opened on December 15 2004 and includes all the collections of the department libraries of Business Management and Economics, Economic Sciences and Statistics as well as that of the Centre of Statistical Documentation (Cestado).

The library is open from Monday to Friday from 8.30 am to 7.45 pm. and on Saturdays from 9.00 a.m to 1.00 pm. The library has around 120,000 volumes. The collection of periodicals includes 1,700 titles, of which around 850 are active. The LEC offers the following facilities: book loans, reference, bibliographical

assistance, reference assistance for data bases and photocopying. Anyone enrolled at Ca'Foscari is allowed to use the library facilities, as are the teaching and administrative personnel.

The **Centre of European Documentation (CED)** has been moved to the Library of Economics and offers users publications and documents that have been produced by European Union Institutions, facilitated access to EU data bases (CELEX, Eurostat, etc.) and specialised bibliographic-documentary research facilities and Union documents. The multimedia room of the Faculty of Economics has 28 personal computers and is in the BEC.

Address: San Giobbe, Cannaregio, 873 - 30121 Venezia,
Tel: 0412348763, fax: 0412347455, e-mail: bec@unive.it, website: www.unive.it/bec

3.7. Sport

The Venice University Sports Centre offers university students the possibility to participate in a wide variety of sports in the facilities at Calle dei Guardiani: judo and personal defence, aerobics and other kinds of gymnastics, fitness, volleyball, basketball, tennis, handball and five-a-side-football. There is also a sauna.

In the city centre and on the mainland there are also the facilities for rowing and *voga alla veneta*, sailing, canoeing and kayaking, golf, horse riding, free climbing and swimming. It is also possible to use the sports centre at S. Giuliano for athletics.

The CUS also offers university members the possibility to take part in summer and winter camps. They also organise interfaculty tournaments of football, volleyball, basketball, tennis and five-a-side football.

Address: Fondamenta dei Cereri, Dorsoduro 2407 - 30123 Venice, tel.: 0415200144, fax: 0415246619, e-mail: venescus@unive.it, website: www.cusvenezia.it

Opening hours: from Monday to Friday 10.30-12.30 and 16.00-19.00

3.8. Student discounts

Student Identification Card. This card, issued in your country of origin before departure, offers many student discounts at theatres, museums and for travel expenses. However, additional discount cards exist in Italy and are listed below;

Rolling Venice discount card. This card offers many student discounts all over the city including transportation, restaurants, hostels, retail stores cafeterias, guided tours and local museums. Present your card prior to purchase for 5-30% discounts. You can purchase the Rolling Venice card at the central ACTV office in Calle Fuseri. Bring your passport. Age limit: 29;

Venicecard. This card offers discounts on various services throughout the city. Reservation required at least 48 hours in advance by calling call-center 899 909090 (from Italy) or +39 041.2714.747 (from abroad), every day between 8 and 19.30. Age limit: 29;

Carta Giovani. This discount card is recommended for people staying in Venice for a long period of time. It offers discounts on theatre and cinema tickets, museums, trains, restaurants and much more.

You can purchase it online at www.cartagiovani.it or at the Informaton offices listed below. Bring your passport, photo, and 11.00 Euros. Age limit: 26.



Education and Culture DG

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Venezia

Office locations: Informagiovani Venezia,
San Marco, Corte Contarina 1529; tel.
041.274.7637. Tuesday, Thursday 14.30- 17,30,
Wednesday, Friday 9.00-13.00.

4. USEFUL LINKS

Ca' Foscari University:

http://www.unive.it/nqcontent.cfm?a_id=10497

Office for International relations of Ca' Foscari:

http://www.unive.it/nqcontent.cfm?a_id=8020

Ca' Foscari Welcoming Guide for foreign
students

http://www.unive.it/nqcontent.cfm?a_id=2648

Italian embassies and consulates

http://www.esteri.it/visti/home_eng.asp

QEM Office

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